

COLUSA COUNTY CHILDREN AND FAMILIES COMMISSION

Minutes of Public Meeting

August 8, 2000

The meeting of the Colusa County Children and Families Commission was called to order at 2:05 p.m. in the Morse Conference Room at the Colusa Library, 738 Market Street, Colusa, California.

Commissioners Nancy Parriott and Christy Scofield were present. As there was not a quorum, no motions were made and no actions were taken during the meeting.

Items discussed in accordance with the publicly-posted agenda were as follows:

1. Approval of Minutes: July 11, 2000 Meeting

No discussion or action taken due to the lack of a quorum.

2. Review Outstanding Invoices and Approve Payment of Expenses

No discussion or action taken due to the lack of a quorum.

3. Report on State-level Issues and Events

Reports and discussions occurred on a number of state-level issues and events:

- Commissioner Scofield distributed the latest newsletter from the State Commission.
- A regional "Safe from the Start" conference will be held in Sacramento on August 25. The conference is an opportunity for counties in the region to join together in developing plans for addressing the impact that exposure to violence has on young children.
- Opportunities were discussed for County Commissions to pursue funding from the State Commission to support regional collaborative efforts and/or pursue grants from the Packard Foundation to support local projects. The State Commission has indicated a preference for considering projects that involve a collaboration of multiple counties, such as the \$20,000 grant given to four Northern California counties in July to hold a child dental health summit. Colusa County has opportunities to partner with Glenn County and other adjacent counties with similar needs, such as health / dental care shortages and transportation barriers, in order to pursue additional "seed" money from the State Commission for new projects. The Packard Foundation appears to be more open to receiving proposals from single counties (i.e. non-collaborative projects) and has a separate, streamlined system for handling requests for funding related to Proposition 10.
- The Association of County Commission Executives is expecting to develop a proposal soon to request increased funding for rural counties with limited Proposition 10 budgets. Discussion was held regarding what kind of funding augmentation would be of greatest benefit to rural counties. The consensus was that an increase in the minimum allocation from \$200,000 to a much larger figure, like \$500,000, would be the most beneficial. If the total cost of such an increase is too large to fit into the State Commission budget, an acceptable fallback approach is to give small budget counties a fixed dollar augmentation, like \$75,000, to help cover the costs of operating the Commission (staff, office space, audit, printing, etc.).
- A teleconference was held on August 4th on the topic of conflict of interest, sponsored by the Prop 10 TA Center. It focused specifically on the conflict of interest provisions in the Fair Political Practices Act, which require public agencies to adopt a conflict of interest code, to

file declarations of economic interests, and to have individuals excuse themselves from voting or exerting influence on decisions that could conflict with their economic interests. Another teleconference will be held in the next month on other conflict of interest issues. After the next teleconference, the Colusa County Children and Families Commission should work with County Counsel to adopt a formal conflict of interest code and take other steps necessary to ensure full compliance with these laws.

- Commissioner Scofield and Mike Smith attended the Statewide Conference of County Commissions, held on July 27 and 28 in Davis. A lot of excellent information was received; contact Commissioner Scofield if interested in seeing or receiving copies of conference materials.

4. Report on Financial Audit and Annual Report for the Colusa County Children and Families Commission

The final audit guidelines from the State Commission are still not available. They will be forwarded to the County Auditor as soon as they are received. An up-to-date report with all income and expenditures was received from the Auditor's office.

For the annual report, the guidance from the State Commission was to submit an executive summary in the form described in an April 6, 2000 letter from Jane Henderson. Mike Smith was already planning to create the executive summary for the strategic plan in the format requested by the State Commission. The executive summary will be available for Commission review, along with the rest of the strategic plan, before the August 29th meeting.

5. Approach and Principles for Allocating Monies from the Children and Families First Trust Fund

The Commission went through the remaining portions of the "Fund Allocation – Principles and Approach" document from the July 11 meeting packet that were not discussed in July. Topics discussed were:

Eligible organizations

Opinions were that no restrictions should be placed on the types of organizations eligible for funding – nonprofit, for-profit and governmental entities could receive funds – as long as basic criteria were met such as evidence of financial stability, proof of adequate insurance, and having a business license for for-profit organizations or proof of tax exempt status for nonprofits.

Coordination with other community funding processes

There really aren't other local fund allocation processes to coordinate with. Almost all funding received by the county is driven by the state budget process, with little or no local flexibility in how funds should be allocated among different programs and services.

Opportunities to leverage funds

The general opinion is that the Commission should encourage applicants for funding to look at all opportunities to use Proposition 10 funding as leverage to obtain more funding from other sources, but this should not preclude the Commission from funding worthy projects that do not have matching or leveraging opportunities.

Structure of funding

Opinion on this topic was to avoid prescribing any particular approach or philosophy regarding how funds should be distributed to grantees. The funding structure will depend a lot on the nature of the projects being funded and the organizations involved in delivering the services.

6. Review of Draft “Evaluation of Results” Section of the Strategic Plan and Status of the Planning Process

No specific changes to the draft were made. There was general agreement on the approach of waiting to see what the State Commission comes up with and leveraging off the work of the State Commission as much as possible. Discussion on topics related to evaluation plans included:

- Kindergarten assessments can be difficult to do and often include questions that are not real indicators of a child’s readiness to learn. A question was raised whether all school districts in Colusa County are using the same kindergarten assessment instrument; this question will be posed to the Advisory Council.
- A concern about waiting to implement an evaluation model until the State Commission’s work is complete is that baseline data may not be collected for another year or two. If this happens, the baseline is not totally valid because it will reflect a year or two of Proposition 10 investments. There does not appear to be an alternative, however, since data collection and reporting processes can be very expensive and Colusa County doesn’t have the resources to invest in this area (at least not without taking away significantly from investments in services and projects that directly benefit children and families).
- Commissioner Parriott noted that CHDP already has some of the data required for the indicators contained in the draft document, and other sources of data already exist for some indicators.

7. Recommendations for Changes to the Local Ordinance that Established the Colusa County Children and Families Commission

Mike Smith encouraged the Commission to obtain legal advice from County Counsel on the issue of the legal status of the Commission. Since AB 1910 was signed into law, it is now clear that two choices exist – county agency or separate public entity. What is not clear is whether the local ordinance must be amended to specifically elect one of these two options.

The only other potential change that has been raised so far is whether to expand the number of Commission members. Bonnie Marshall and Kay Spurgeon should be involved in any discussion on this topic to understand their thought process in selecting the existing composition of the Commission. It was also noted that the Commission is legally required to have an Advisory Committee; it is not an option.

8. Responsibilities and Job Parameters for Staff Position

The job parameters for an Executive Director for the Commission were discussed so that a draft position statement could be prepared for review and possible action at the next meeting. The approach was use the Project Director position description from the Small County Initiative grant to get language on using an independent contractor approach (rather than an employee), and merge it with a modified version of the Yuba County Children and Families Commission Executive Director job description from the July 11 meeting packet. Changes to the Yuba County job description that were discussed:

- Position is a contracted position rather than an employee of the County or the Commission.
- The description should indicate that it is a one year contract with the ability to extend the contract beyond one year based on mutual agreement of the Commission and the Contractor. “Out clauses” are needed in case either party is dissatisfied with the relationship.
- Add a note that flexible work schedules, including evening hours as needed, will be required.
- Delete the item from the Yuba job description on page 4 about have a “professional yet accessible demeanor”.

- The experience requirement should be amended to remove the emphasis on social service experience. Instead, the emphasis should be on project management experience and expertise in the disciplines listed in the Responsibilities section of the job description. This experience can come from a variety of fields including health, education, social services, government, or even the business sector.

Compensation ranges were discussed, with a preliminary range of \$50,000 – 60,000 recommended. Since the position will be an independent contractor, the contractor must bear the cost of all of their own benefits. The Commission may cover other costs, such as the cost of an office and all travel (within the county and outside of the county), so that virtually all of the contract amount can be retained by the contractor.

9. Authorization of Agreement with Yuba College Career Resource Center for Office Space

This item was carried over to the next meeting since the draft agreement had not been received yet from Yuba College and there was no quorum to take action.

10. Public Comment and Unscheduled Matters

No public comments were made.

11. Dates for Upcoming Meetings

An extra meeting was scheduled for Tuesday, August 15, from 3:00 – 5:00 p.m. in order to address topics that require action by the Commission. The meeting will be held at the Colusa County Department of Health & Human Services conference room at 251 E. Webster Street, Colusa.

12. Adjournment

The meeting was adjourned at 5:05 p.m.

Minutes prepared by Mike Smith, consultant to the Commission.